Posted: July 16, 2019

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: DIRECT COST ANALYST **DEPT:** SPONSORED PROJECTS

REG ☑ **TEMP** ❑ **FULL TIME** ☑ **PART TIME** ❑

STARTING RATE or SALARY RANGE: $36,920- $45,760

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** July 25, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Provides pre-award and post-award assistance to Grants and Contracts Manager. Completes pre-award forms, establishes new funds in Banner, prepares budget revisions and correcting journal entries as required, prepares close-out documentation and closes out awards in Banner. Does approvals in Banner and Words. Has signatures authority on journal vouchers, close-outs, and other selected financial transactions. May administer an assigned group of funds. Prepares pre-award documentation including reps and certs and sub awards. Reviews new awards to identify financial and invoicing requirements, establishes new funds in Banner according the awards terms and condition. Establishes cost share funds, prepares payroll accounting distribution, payroll journal vouchers, and funds cost share as required. Prepares routine budget revisions and correcting journal entries for Research Administrator as required. Handles Banner and Works approvals for an assigned group of FUNDs. Prepares close-out documentation including reconciliation, preparation and submission of final invoice, and closes out awards in Banner. Provides pre-award and post-award administration on assigned group of funds. Assist in billing and reporting requirements. Assist with account receivable and monitoring collections on active funds. Other duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required with 12 hours of accounting or the equivalent in work experience. Working knowledge of MS Excel and Word required. Exceptional attention to detail, being willing to research facts and overcome errors required. Strong oral and written communication skills required. Ability to participate in work assignments under the supervision of higher level employees required. Ability to work independently on assignment of standard difficulty required. Ability to use broad knowledge of practices and procedures to handle complex assignments required. Ability to understand and interpret complex materials such as federal regulations, legal interpretations, audit reports and documentation of internal control systems required. Ability to work and adapt under highly regulated and constantly changing environment required. Ability to organize and follow tasks though completion required. Ability to work with departments outside of Business Office required. Ability to schedule own workload and meet deadlines required. Professional judgement and discretion in dealing with outside auditors and external agencies required. Tact, perseverance and independent judgement required. Knowledge of Federal Acquisition Regulations (FAR), OMB A-21, 2 CFR 200 desired. Knowledge of State of NM Procurement regulations and federal travel regulations desired. Knowledge of contract management, grants administration and/or audit of sponsored programs desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 129, Socorro, NM 87801-4796.